



The Henley College Corporation

**GOVERNANCE & SEARCH COMMITTEE MEETING**

	<p><b>Appraisal of Principal</b> It was suggested that having an external Principal presence – e.g. Rick Holroyd or other would be advantageous as it will sharpen the appraisal process. The suggestion was also put forward that there should be a self-appraisal completed by the Principal ahead of appraisal meetings.</p>	
<p>3.6</p>	<p><b>Review Corporation membership, identifying present or expected vacancies and making recommendations for appointment</b></p> <p>There are two potential vacancies for external members to be added to the board of governors.</p> <p>One vacancy could be filled by a LEP rep. The LEP rep would not have voting rights but would attend corporation committee meetings on an invitation basis as they are very busy. This will enable the LEP to see how the college works. It may be appropriate for the LEP to also attend other committees more appropriate to the LEP agenda.</p> <p>The Chair asked the Corporation Secretary to contact Keith Heron (KH) about whether he would like to stay on for another year – he does not currently serve on any committees but serves externally for us. KH's business connection is pertinent and if he is unable to carry on it would be useful to bring in someone of a similar ilk. The Chair then suggested bringing in more links with other universities, for example, Oxford university (as before), and Reading University potentially in the future.</p> <p><b>Accommodation Strategy</b> is to change its name to Estates Strategy. This particular committee will have Louise Adams as Associate Governor in an advisory capacity as an associate governor as her term of office comes to an end in July 2016 plus JA, JL and PLC. There was a suggestion that there may be a need for one parent governor to be added to the Estates Strategy committee since it would be useful to get student feedback and TB will therefore also go onto this committee. Nikki Hounsell the Estates and property Manager would be asked to attend the committee meetings by invitation. A LEP rep could be invited in regards to the STEM provision.</p> <p><b>Employment Policy:</b> It was felt that an additional governor was needed with up to date employment policy and HR knowledge to support that committee. Caroline Atkinson a parent governor would be asked to join. ER is to join this committee. The Chair asked for an additional educationalist on this committee.</p> <p><b>Prevent Duty.</b> The biggest issue for Prevent is IT as the greatest problems occur on social media rather than in the building and the committee felt that this needed to be addressed. JA to join the committee as a further independent governor on Prevent Duty as he did have some experience regarding this area.</p> <p><b>Quality, Standards and Planning:</b> ER to join this committee as an additional governor.</p> <p><b>Stakeholder Engagement:</b> There was discussion that another governor with an outward-facing perspective is required on this committee which needed to engage with employers TB to be added as an additional governor on this committee – knowledge of employers and LEPs.</p> <p>David Nimmo-Smith, OCC Councillor had met with the Chair and Jayne Davis (previous Principal) some time ago and agreed to come to meetings by invitation and invites should be relevant to the agenda as he is extremely busy. Knowledge of Henley College Council and is a cabinet member of Oxford county council.</p> <p>Student representative to be invited, however they would only be attending selected committees as there could be a potential conflict of interest, therefore invites should be relevant to the agenda.</p> <p><b>Health and Safety Group.</b></p> <ul style="list-style-type: none"> <li>• PLC stepping down and replaced by JA.</li> </ul> <p><b>Action:</b> <b>Corporation Secretary to a make all amendments to committee lists as detailed above.</b></p>	<p><b>Corporation Secretary</b></p> <p><b>Corporation Secretary</b></p> <p><b>Chair</b></p> <p><b>Corporation Secretary</b></p> <p><b>Corporation Secretary</b></p> <p><b>Corporation Secretary</b></p> <p><b>Chair</b></p> <p><b>Corporation Secretary</b></p>

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3.7	<p><b>Review Corporation member training</b></p> <p>The new training should start as soon as possible and from October the committee will have received the feedback from the committee self-assessment sheets.</p>	
3.8	<p><b>Review Induction Pack and Training</b></p> <ol style="list-style-type: none"> <li>1. All governors had received their induction folders and there would be amendments to the contents on an as and when required basis.</li> <li>2. All governors had completed the mandatory Safeguarding, Prevent and Health and Safety training</li> <li>3. General governor training had been provides on the following topics:             <ol style="list-style-type: none"> <li>(a) Finance                 <ul style="list-style-type: none"> <li>- 21 March – How the College obtains its funding and the up to date funding policy (covered EFA/SFA funding); and</li> <li>- 28 April - How to read a set of accounts. Several governors came from business backgrounds, however for the few that were not familiar with a set of accounts– this was covered off in great detail by an excellent presentation by Finance Director and the Chair of the Finance Committee. The Board is now “au fait” with finance within the college.</li> </ul> </li> <li>(b) Critical Success Factors – 18 April – Workshop with Pauline Odulinski (PO). An external leader and AOC consultant was brought in to work with the Board to analyse the college’s critical success factors and ensure a unified direction for the college. The feedback from the Board was very positive and a 10 year strategy was identify for the next workshop.</li> </ol> </li> </ol> <p><b>Induction Pack</b></p> <p>JA and TB felt the induction pack and training was useful and extremely comprehensive, however not all new governors had had a chance to look through the pack due to the Area Review taking place at the same time as the packs were issued. In six months' time it will be necessary for the governors' to further review the folder so that they can ascertain what is missing.</p> <p>The Chair said that the new induction packs were an excellent piece of work that had been long overdue. There was a unanimous vote of thanks to Jacky Gearey for her hard work in putting together such a comprehensive and useful piece of work.</p> <p>There was a general discussion about ALPS training for all governors to be held at a Corporation meeting next academic year.</p> <p><b>Action:</b> <b>Corporation Secretary to arrange ALPs training via the College.</b></p>	Corporation Secretary
3.9	<p><b>Plan Corporation training for following academic year 2016-2017</b></p> <p>In the summer, governors will be sent their self-assessments forms. This will include questions about how they think they have performed, how the board works. A separate form was sent out to review the Chair's performance based on her objectives. Based on the feedback, the training needs will be assessed and specific corporation training will be arranged or any Chair support.</p>	Corporation Secretary
3.10	<p><b>Review “link” Corporation member appointments</b></p> <p>The Principal updated the committee on the names of the program leaders as follows for 2016 - 2017:</p> <ul style="list-style-type: none"> <li>• Louise Heffeman replaces Shirley Jenkins-Pandya (English, Modern Languages, English as a Foreign Language).</li> <li>• Victoria Kinghorn replaces Daniel Richardson (ICT &amp; Computing, Engineering).</li> <li>• John Lupton is a Program Leader (<u>not acting</u> Program Leader; Science).</li> </ul> <p><b>Action:</b></p>	

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	<p><b>The Corporation Secretary to ensure the above amendments are actioned and that the Corporation Members are advised accordingly to include any changes to their programme areas.</b></p> <p>NB: A parent governor cannot be a link governor to a Programme Area if their child is taking this subject. It was decided that:</p> <ul style="list-style-type: none"> <li>• Until such times as KH had confirmed whether he would be remaining on the committee it was decided not to decide if there was a replacement.</li> <li>• ER to cover off Careers, replacing Louise Adams.</li> <li>• TB to cover off Apprenticeships and Training Programmes, replacing PLC.</li> <li>• CA to be asked to look at Geography, Environmental Studies, Psychology, Sociology, to replace <i>Louise Adams</i></li> <li>• ER and Stephen Forward will discuss her taking on one of his three areas, in addition to her new role on Careers.</li> </ul>	Corporation Secretary
3.11	<p><b>Review Corporation performance</b></p> <p>All Governors to complete by 9 September 2016.</p>	
3.12	<p><b>Consider Corporation and/or Chair objectives for last academic year</b></p> <p>The Corporation objectives were covered off within the workshop run by PO for the 10 year strategy.</p> <p>Chair's objectives to follow on from this 10 year strategy. These to be completed with PO and the Board.</p> <p><b>Action:</b> <b>Corporation Secretary to discuss with PO and Chair</b></p>	Corporation Secretary
3.13	<p><b>Review of:</b> <b>Terms of Reference</b> – no changes <b>Standing Agenda Items</b> sheet. The Corporation Secretary to edit and note that the forms are sent out at the end of term. Please add/move the following into the <b>Autumn Term</b> section of the document: "Collect member review forms on corporation performance for review in autumn term."</p> <p><b>Action:</b> <b>Corporation Secretary to move the following standing agenda item under Autumn Term.</b> <b>"Collect member review forms on corporation performance for review in autumn term."</b></p> <p>Mia Tritton and Simon White will be asked to complete forms for attendance at past G&amp;S meetings.</p> <p><b>Complete Committee self-assessment</b> – forms completed and handed in.</p>	Corporation Secretary  MT/SW
3.14	<p><b>Approve Corporation and Committee meetings schedule for following academic year 2016 – 2017</b></p> <p>The Corporation and Committee meetings schedule for the academic year 2016 – 2017 was approved as seen but could be amended as required. The Corporation Secretary would now circulate these to all board members.</p> <p><b>Action:</b> <b>Corporation Secretary to circulate the Corporation and Committee meetings schedule for following academic year 2016 – 2017 to all board members</b></p> <p>There was discussion about a <b>Digital Committee</b> (with Caroline Atkinson as Chair), however this was a task and finish group that had been approved at the last Corporation Meeting 28 April 2016 at which time CA had been asked to draw up terms of reference, so there was no need to have an additional committee.</p>	Corporation Secretary

